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| **TOPIC** | **TOPIC** | **OWNER** |
| **Announcements** | **Governance Structure** * Committee Chairs
	+ 2017-2018
	+ Rotating
* Steering Committee/Core Team
* Other members
* Update charter document
 | **Mike/Rakesh** |
| **Minutes**  | * Review and finalize 7/26 Kick Off Meeting minutes
 | **Mike** |
| **Meetings** | * Bi-weekly and scheduled through SCDM
 | **Demetris** |
| **SCDM**  | * Fall meeting update on eSource Consortium
* Communication/Announcement Plan
* Can SCDM host documents/etc…
 | **Rakesh/Linda** |
| **FDA**  | * Meeting scheduled for Tuesday, 11/7
* Attending in person or calling in
* Slide deck update (Hugh and Rajesh)
	+ Priorities
	+ Demonstration of activities around eLab Data Working Group
* Pre FDA Meeting Face to Face
 | **All** |
| **eLab Data Local Lab Working Group** | * Core Data Set Package: Exchange Specifications
 | **Don Jennings/Hugh Dai** |
| **Next Meeting**  | * 29 Sep 2017, 11 AM – 12 PM
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| **Any other business** | * Walk In Items
 | **All** |